

30 March 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 20-805-3

SUBJECT: Report of Separation and Register of Reemployable Personnel

RESCISSIONS: (1) OPM 20-805-2 (63-52), subject as above, dated 23 Dec 52
(2) OPM 20-705-2 (48-53), initiation of Standard Form 52 by PD(O) and PD(C) in connection with Certain Separation Actions, dated 29 Jun 53

REFERENCE: OPM 20-950-1 (25-53), Report of Separation for Military Personnel, dated 16 Apr 53

1. The following procedure has been established to provide the Agency with an adequate report of separations and an identifiable roster of former employees who have been designated as "reemployable" and who form a personnel reserve for meeting future personnel requirements, particularly in the event of an emergency. This revision of previous instructions concerning the preparation of the Report of Separation provides additional separation factors.

2. Separation actions are normally initiated by the appropriate operating office by the submission of Standard Form 52, Request for Personnel Action. This report should be accompanied by Form 37-151, Personnel Evaluation Report.

a. When information is received by the ~~Employee Services Division (ESD)~~ concerning a separation which will occur during a given month, ESD will make every effort to obtain SF-52 and Form 37-151 from the appropriate operating office. When such efforts do not produce the SF-52, the form will be prepared by ESD for signature of the Chief, ESD, and processed as if it had originated in the operating office. In these cases, the operating office is still required to initiate a request, but it will be treated as confirmatory. Extreme care must be taken to insure that a confirmatory request does not result in the preparation of a separate Standard Form 50, Notification of Personnel Action, (or SF-52 used in lieu thereof).

b. When Form 37-151, Personnel Evaluation Report, does not accompany the SF-52 and efforts to obtain the report are unsuccessful, the Personnel Relations Officer processing the separation will obtain the appropriate supervisor's verbal recommendation as to the individual's suitability for re-employment.

DOCUMENT NO. _____

NO CHANGE IN CLASS ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S *2011*

NEXT REVIEW DATE: _____

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3. Upon receipt of SF-52 requesting separation action, the Counseling Branch (CB), ESD, will arrange to conduct an exit interview with the employee concerned. Upon completion of this interview, the Personnel Relations Officer will prepare Form 37-154, Report of Separation, in six copies. Form 37-154 for individuals who are not available for exit interviews will be prepared on the basis of available records. Special instructions for the preparation and distribution of Form 37-154 are contained in Attachment A. A listing of separation factors and codes for classifying the factors resulting in separation are contained in Attachment B.

4. One copy of Form 37-154 will be transmitted immediately to the Transactions and Records Branch (TRB), Processing and Records Division (PRD), with the employee's Official Personnel Folder for preparation of Standard Form 50, Notification of Personnel Action, or SF-52 in lieu thereof. The separation factors as reported in Item 11 of Form 37-154 will be recorded in the lower right corner of Item 21, Remarks, of SF-50 or SF-52, in the following manner: (Sep. Code 01, 06, 21 - 1,2) The factors must be recorded in the identical sequence reported in Item 11 of Form 37-154. Recemployability as noted in Item 15 of Form 37-154 will be stamped ONLY on the Machine Records Division (MRD) copy of the SF-50 or SF-52 and on the SF-7, Service Record Card.

5. The format for the Summary of Separations is provided in Attachment C. This summary report will be completed at the end of each month by ESD and forwarded to PRDS. The original and three copies of each Form 37-154 processed during the month will accompany the summary report. These reports will be transmitted to PRDS no later than the third working day of the month following receipt of the machine records tabulation of the period reported. PRDS is responsible for consolidating these reports into the monthly separation report and preparing the latter for appropriate distribution.

6. Changes effected by this instruction will become effective 1 April 1954 and will be reflected in the reports for the month of April 1954 which are due in PRDS in May 1954.


George W. Maloon
Deputy Assistant Director
for Personnel

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